



Kids Junction Parent Handbook 2012-2013



PROGRAM PHILOSOPHY

Kids Junction provides a fun and safe environment while building self-esteem and a sense of belonging. We respect the uniqueness and individuality of all children. Using the knowledge of fundamental principles of child development, we support the social, emotional, and cognitive growth of the school-age child. Kids Junction is committed to providing an atmosphere where everyone can express their creativity and build long lasting friendships.



CITY OF ROCKLIN
PARKS AND RECREATION DEPARTMENT
KIDS JUNCTION

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The Kids Junction program, offered by The City of Rocklin, Parks and Recreation Department, is a state-licensed, self-supporting before and after school recreation program which offers supervised activities. The City of Rocklin's Kids Junction program is open to all elementary school-age children entering grades K-6.

Daily activities may include: games, arts and crafts, sports, snack and homework. Activities are supervised by qualified Recreation Staff. Children are encouraged to be actively involved, so they learn to develop social skills and make responsible choices within the structure of the program.

This Handbook is designed to help you become familiar with the City of Rocklin's Kids Junction program. This important information is provided to inform you of the program policies.

PROGRAM INFORMATION

LOCATIONS:

Antelope Creek Elementary

6185 Springview Drive

Phone: 625-5257

Lic. #310319518

Breen Elementary

2751 Breen Drive

Phone: 625-5256

Lic. #313600759

Cobblestone Elementary

5740 Cobblestone Drive

Phone: 625-5250

Lic. #310317728

Parker Whitney Elementary

5145 Topaz Avenue

Phone: 625-5251

Lic. #310317730

Rock Creek Elementary

2140 Collet Quarry

Phone: 625-5266

Lic. #313608454

Rocklin Elementary

5025 Meyers Street

Phone: 625-5258

Lic. #31319106

Ruhkala Elementary

6530 Turnstone Way

Phone: 625-5243

Lic. #313610991

Sierra Elementary

6811 Camborne Way

Phone: 625-5253

Lic. #313606992

Sunset Ranch Elementary

2500 Bridlewood Drive

Phone: 625-5272

Lic. #313616421

Twin Oaks Elementary

2835 Club Drive

Phone: 625-5252

Lic. #313604925

Valley View Elementary

3000 Crest Drive

Phone: 435-3571

Lic. #313606991

The City of Rocklin, Kids Junction, and the Rocklin Unified School District (R.U.S.D) are **not** able to provide transportation to and from the various sites.

HOURS AND DAYS OF OPERATION

School Days: Monday-Friday, 7a.m.-6p.m. Staff will walk kindergartners to and from their classroom at scheduled class time. 1st-6th grade children are responsible for walking themselves to Kids Junction. Kids Junction will accommodate children on RUSD minimum days.

School Holidays: We observe the same schedule as the Rocklin Unified School District. When school is not in session, Kids Junction is also closed.

Specialty Camps: Specialty Camps will be held during the fall, winter, spring, school furlough week and summer breaks. Camp hours are: Monday – Friday from 7a.m. until 6 p.m. A separate registration is required for the camps. Kids Junction participants are given priority registration two weeks prior to the open Registration date. Details regarding the Camps are listed in this handbook, on page 14.

ADMISSION & REGISTRATION

SCHOOL YEAR

Kids Junction participants may register in April during priority registration for the City of Rocklin's Kids Junction program for the following school year. Siblings of current Kids Junction participants will also be given priority registration. A minimum of two consistent days per week are required upon enrollment. Open registration date will follow priority registration.

Registration materials for the regular school year may be obtained from the The City of Rocklin Parks and Recreation Department, 5460 5th Street and at all the Kids Junction sites. **For each child a completed, signed registration packet, parent contract, and a registration fee per child is required at time of sign-up. No refund of registration fees and/or daycare will be given unless the program is cancelled.** The Parent/Guardian may not defer start date beyond two weeks from original start date as indicated on registration packet. If two weeks has elapsed and child(ren) have not started attending Kids Junction, full daycare charges will begin the next business day.

Main Contact Person: The Main Contact is the person signing the registration packet and is solely responsible for payment of all fees and charges. Only the Main Contact parent may designate and authorize others to pick up children from the Kids Junction program. Only the Main Contact is allowed to review, copy and/or authorize release of the children's confidential information or records. All changes regarding the children's records must be done at the Kids Junction site the child attends. All communication from the City of Rocklin and the Kids Junction program will only be sent to the person designated as the main contact. If there is an additional parent or guardian signature they will have access to child(ren)'s records only. The Main Contact is the only person authorized to change, modify, add days or drop their child(ren) from the program. A pre-enrollment conference is recommended for any child with special needs. Please contact your Site Director to set up a meeting to discuss how the program can best serve your child.

SPECIALTY CAMPS

Kids Junction participants are given priority registration. Summer registration includes one T-shirt and admittance to special activities/trips and transportation. No registration fee is required for the camps, however, **full daycare for camp days is due at the time of registration.** Camp daycare is nonrefundable unless the program is cancelled.

Registration materials for Specialty Camps may be obtained from The City of Rocklin Parks and Recreation Department, 5460 5th Street and all of the Kids Junction Sites.

GENERAL INFORMATION & PARENT RESPONSIBILITIES

SITE DIRECTOR

1. Each site is supervised by a Site Director. Whenever the Site Director is off-site, a fully-qualified Recreation Leader is on-site, ensuring full coverage and attention to your child.
2. Please refer all questions or information regarding your child, or the program, to the Site Director. This includes questions regarding illnesses, schedule changes, etc. If they cannot answer your questions, they will check with the Program Supervisor and get back to you promptly.
3. Please read the monthly newsletter, calendar, and the parent information board at each site for important information or changes that may occur. It is recommended that all parents communicate with the Site Director weekly for program updates or concerns.
4. Please keep the Site Director informed of any changes in your child's routine/ environment which may affect him/her while at the program.
5. Anyone interacting with the Kids Junction program, in person or on the phone, must conduct themselves in a respectful and mature manner. Failure to do so will result in the dismissal of your child from the program. Any physical threatening actions or abusive language toward any Kids Junction employee, City of Rocklin employee, or participant of the program will also result in your child's dismissal from the program.

PARENT RELEASE

1. No child may be released to anyone other than persons 16 years of age or older authorized on the Emergency Information Form. Children may not leave the program during attendance at Kids Junction, unless they are participating in on-campus supervised programs such as tutoring, sports, scouts, and so forth. If this is the case, an On Campus After School Activity Participation Form must be filled out and turned in to the site. **Licensing requires a full signature when signing the children in and out.**
2. Phone authorizations will not be accepted for alternate parties to pick up your child. **Only** authorized parties designated on the Emergency Form, in a dated note, or fax signed by the Main Contact, will be allowed to pick up your child. Faxes need to be received by The Parks and Recreation Department no later than 4pm. The Parks and Recreation Department is closed on Fridays; therefore, faxes will not be accepted on Fridays. **ALL ALTERNATE PARTIES PICKING UP YOUR CHILD WILL BE REQUIRED TO SHOW DRIVER'S LICENSE WITH A PHOTO AS IDENTIFICATION.**

PARENT RESPONSIBILITIES

INFORMATION

1. Emergency and medical forms are kept on file at both the Parks and Recreation Department and the Kids Junction Site. For safety purposes, you will be requested to fill out a new emergency and medical form for each program. Please notify the Site Director of any changes to your home, work, or cell phone numbers, home address, or any other changes to your child's emergency and medical information.
2. We do not encourage children to bring personal items from home. If a child does choose to bring personal items, he or she must be prepared to care for and share the item. No violence-related items will be allowed. Inappropriate items brought to Kids Junction will be kept in the Site Director's care until the end of the day. Children's bikes must remain locked up in the bike rack at all times. Kids Junction IS NOT responsible for any lost, damaged, or stolen items brought from home.

ABSENCE

IT IS IMPERATIVE THAT YOU CALL THE SITE IF YOUR CHILD IS GOING TO BE ABSENT. The Elementary School Office does not notify Kids Junction of any absences. A child who did not attend school, or who was sent home from school for any reason (illness or misbehavior), may not attend Kids Junction until eligible to return to school.

SNACK

An afternoon snack will be provided by Kids Junction. Participants must provide their own lunches. Children may not use site appliances to store or heat food items.

APPAREL

Please dress your child in clothing appropriate for play. **Athletic shoes or closed-toed shoes are recommended.** An extra change of clothing (marked with names) may be kept in your child's backpack.

BILLING POLICY & PROCEDURES

DAYCARE:

1. Daycare is paid monthly, in advance. **Billing statements will be distributed at the Kids Junction sites by the 23rd of each month for services scheduled the following month. Daycare is due the 1st of each month.** If the 1st falls on a weekend or holiday, the due date is the next business day. Daycare will be considered "late" if received after 4:30 p.m. on the due date and a **MINIMUM \$50 LATE FEE PER CHILD** will be imposed on all late daycare payments. **If the account balance is not paid in full by the 10th of the month your child will be dropped from the program.** Once the account balance is paid in full and a new registration fee of \$75 is paid, you may re-register your child after a waiting period of one business day if space is available. Billing statements are generated by staff at the Parks and Recreation Department. Direct all billing inquiries to 916-625-5200. **Kids Junction Sites are not allowed to accept payments.**
2. **Daycare payments can be made by the following methods:**
 - Online using Visa or Master Card at www.rocklin.ca.us/RecDirect. **Monthly charges post to RecDirect on the 1st of the month.** You can prepay your daycare online prior to the 1st of the month. Your account balance on RecDirect for Kids Junction will be \$0.00 until the 1st of the current month. Your pre-payment will create a credit on your account in the amount of your payment. On the 1st of the month your payment credit will be applied to the current month's charges, clearing your balance.
 - Automatically charged to your Visa or Master Card upon submission of a completed Automatic Payment Service Authorization Agreement. Customers who opt for this service will be provided a monthly bill for information only. For more details, contact Kids Junction Billing at the Parks and Recreation Department (916) 625-5200.
 - Cash, Check, Visa and Master Card payments are accepted at the Parks and Recreation Department located at 5460 5th Street, Rocklin, CA 95677. All payment types are accepted at the Parks and Recreation Department during business hours, or checks can be mailed to the Parks and Recreation Department or dropped in the drop box located at the Parks and Recreation Department. Make checks payable to the City of Rocklin.
3. **Habitual late payment of daycare WILL NOT be tolerated.** Habitual late payments received after the due date during a consecutive nine month period may result in dismissal from the program at the discretion of Kids Junction management.
4. A check returned for insufficient funds will require payment of returned check fees and may result in all future payments to be made by cash, money order or credit card per City of Rocklin policy.
5. Please pick up your child promptly before closing time of 6p.m. **Fees for late pick up will be charged to your account as follows:**

1 - 5 minutes late	no charge
6 - 15 minutes late	\$15.00 charge per child
16-30 minutes late	\$30.00 charge per child
31 min. to 1 hour late	\$50.00 charge per child

After 1 hour, the late pick up fee will be \$60 per child, and the police will be notified if parents have not already contacted Program Staff. Habitual late pick-ups during a consecutive nine month period may result in dismissal from the program at the discretion of Kids Junction management.
6. Daycare fees are listed in the registration packet. You will not be charged for days the program is closed. **There will be an additional \$6 charge for grades 1-6 and extended kindergartners for each minimum Day per RUSD calendar.** Special activity days and camps require full payment at time of registration.
7. Receipts may be obtained by paying in person at the Parks and Recreation Department located at 5460 5th St. Rocklin CA 95677. **Record keeping for Dependent Care reimbursement programs, taxes or other purposes is the responsibility of the parent or guardian.**

FEDERAL TAX ID# 94-6000-408

BILLING POLICY & PROCEDURES

SCHEDULE CHANGES

1. **No credit will be given for days missed.** You will be charged for your scheduled days whether or not your child attends. **All Permanent Schedule Change Forms must be submitted two weeks prior to the effective date.** All changes must be pre-approved and authorized by the Site Director at the Kids Junction site due to staff/child ratios. Any schedule changes submitted after the 15th will be reflected on the bill two months hence.
2. Schedule changes are subject to space availability at your site and must be approved by the Site Director.
3. All Permanent Schedule Change Forms must be submitted two weeks prior to effective date.
4. Credit for illness cannot be given unless the period is longer than 3 consecutive days. **Credit will be given starting from the 4th day of illness.** School attendance records or physician's note may be used to confirm illnesses. Adjustments for approved credited days will be made to the next month's bill.
5. No vacation credits will be offered.
6. Family emergencies or unforeseen circumstances may occur. If requesting a credit on your account, please submit a letter stating your circumstances to the Site Director. You will be notified whether or not your request has been approved.

DROPPING

1. When dropping your child(ren) from the program, you must submit **written notice two weeks prior to the drop date** to the Site Director. If written notice is not submitted, you will be charged for two weeks after the last day of attendance. Drop Notices may be obtained at site or at the Parks and Recreation Department. Payment of daycare must be made in full prior to last day at Kids Junction.
2. **If your child drops during any program and you would like to re-register at a later date, you will be considered a new participant and required to re-register with a completed packet, registration fee, and full month's daycare, if space is available.**

PROGRAM POLICIES

GENERAL BEHAVIOR RULES

Each Kids Junction site is supervised by a licensed Site Director. Due to the scope of duties performed, they may not always be on site, but a fully-qualified Recreation Leader will supervise in their absence.

1. Children are directed to clean up and pick up after each activity. All materials and equipment used must be returned to their proper storage places. Recreation Staff will instruct the children in the proper use and care of equipment and supplies.
2. Children will be supervised by Recreation Staff while walking to and from the restrooms. Children are not allowed to play or congregate in the restrooms.
3. Children must keep shoes on at all times. Exceptions may include supervised activities such as; swimming, water-play, gymnastics, etc.
4. Site phones are for emergency use only. Children may not make personal calls.
5. The children may bring their cell phones to Kids Junction but they must stay turned off and in their backpacks per School District rules.
6. Kids Junction abides by all school rules along with Kids Junction rules.

Inside Rules

1. All table games, toys, and books will remain inside or with staff supervision at the picnic tables. (Staff will be specific about explaining play area and game rules to children).
2. Running or bouncing balls inside is not permitted. The exception is organized indoor Nerf-style ball games supervised by staff.
3. Children are not permitted to sit or stand on tables or counters. Standing or balancing on chairs is not allowed. The Site Director's office and desk, as well as kitchen, and storage areas are off limits to children.

Outside Rules

1. Outdoor play is supervised by staff. Staff will teach the children the proper use of all outdoor equipment. Kids Junction and Specialty Camps will use the same playground rules as the school.
2. Children are not allowed to hang off stair/ramp railings. Children are not to climb the fences, throw foreign objects, or jump off equipment. Staff will check the play area daily to make sure it is safe and free of debris.

DISCIPLINE & DISCHARGE POLICY

DISCIPLINE PHILOSOPHY

In dealing with inappropriate or unacceptable behavior, the Kids Junction staff will use a variety of techniques so that the child may regain self-control. Direct communication is the best way to address children. Children pay close attention to words, tone of voice, and body language. Positive interaction between the children and staff is very important.

Clear limits will be set and an explanation for the limit will be given to the child whenever possible. The child will be given choices whenever possible. All decisions will be made with the child's safety and well-being in mind. The staff will listen openly to the child's feelings and offer understanding guidance.

Discipline will be arranged so that the child experiences the natural consequences of his or her behavior. For example, pounding a tennis racket on the pavement would result in losing his or her privilege to play tennis for a determined period of time. Food will not be withheld as punishment nor will food and toys be used as bribery. There will be no corporal punishment used on the children.

Inappropriate behaviors meriting discipline include, but are not limited to: causing physical or emotional injury to another child or staff member; disrespectful behavior towards staff, children and personal or Kids Junction property; any disruptive or out-of-control behavior; use of inappropriate language; and failure to follow the staff's instruction.

It is important to view the child's individual accomplishments and never compare one child with another. Staff will help encourage your child to feel a sense of belonging to the program by stimulating his/her imagination, creativity, and discovering new interests.

STEPS OF DISCIPLINARY ACTION

Reasonable efforts will be made to assist children in adjusting to the program setting. The misbehaving child will be guided to learn to make appropriate behavior choices by using the discipline philosophy listed above. Disruptive behavior will be dealt with in the following manner:

1. When emotions get in the way of effective problem solving, a cooling-off period is suggested for the child. The child may choose an individual activity or have a quiet time; and, later, will be approached to work on a mutual solution to the problem. If use of a cool-off period is necessary, the set time determined depends on when the child feels he or she is ready to rejoin the group. The child will **NEVER** be left for an unknown amount of time.
2. If misbehavior continues in a single day, the child will be given a cooling-off/time out period to reflect on his or her actions. The child may return to the group activity when he/she feels ready. The parent or guardian will be given written details of the inappropriate behavior at the end of the day. A written report of the incident will be prepared and kept in the child's file.

DISCIPLINE & DISCHARGE POLICY

3. If the child's misbehavior is harming him/herself or others in the program, the parent will be called to pick up the child immediately from the program. If the parent(s) are unable to arrive in a timely fashion, emergency contacts will be called to pick up the child. A written report will be prepared and given to the parent to sign and a copy will be kept in the child's file.
4. If the child receives three written behavior-related incident reports, the child may be suspended from the program for one day, effective immediately. The parents, Site Director and Parks and Recreation Supervisor may meet in a conference setting to discuss the chronic misbehavior and methods to help the child to make appropriate choices. (If for any reason a child is suspended from the school campus, he/she is also considered suspended from Kids Junction for the same duration of the suspension). **Parents will be responsible for the payment of daycare during the period of suspension. There will be no daycare credits given for period of suspension.**
5. If the child receives a fourth behavior-related incident report, the Site Director will suspend the child immediately, notifying the parent to pick up the child. The Site Director and Program Supervisor will evaluate whether the child will be reinstated or discharged from the program. Parents will be notified in writing of the results of the evaluation. **Parents will be responsible for payment of daycare during the period of suspension and until the child is withdrawn or expelled from the program.**

DISCHARGE POLICY

The City of Rocklin's Kids Junction and Specialty Camp programs provide a safe and happy environment where the children learn to make appropriate decisions and choices for themselves. The programs cannot serve those children who display chronic disruptive behavior or are unable to control their own basic personal hygiene and/or toileting needs.

1. Chronic disruptive behavior is defined as verbal or physical activity which may include, but not limited to, such behavior that: requires constant attention from the staff; inflicts physical or emotional harm on other children; abuses the staff; ignores or disobeys the rules which guide behavior. If a child cannot adjust to the program setting and behave appropriately, then the child may be discharged.

DISCIPLINE & DISCHARGE POLICY

2. If at any time the severity of the problem is great enough that it could endanger the safety of the child or other children in the program, the Site Director, after consulting with the Parks and Recreation Supervisor, may discharge the child immediately.
3. Any child discharged from a Kids Junction program is no longer eligible to register for any other Kids Junction program or any City of Rocklin-sponsored camp, event, or trip for the remainder of the school year.
4. All children must be toilet trained. After three bathroom accidents there will be a parent meeting and without cooperation, your child may be discharged.
5. Any verbal abuse or physical threatening by any parents towards any City of Rocklin employee or participant of the program will result in the immediate dismissal of your child(ren) from the program.

ILLNESSES AND EMERGENCIES

Minor cuts and scrapes that occur at Kids Junction will be washed with soap and water only. Children will be given a bandage to put on themselves, if needed. In case of emergency, as determined by the Site Director, the paramedics will be called and the parent(s) will be notified immediately.

Children who have any communicable diseases or are ill (fever over 100 degrees or vomiting) should not be brought to Kids Junction or any camp. When a child becomes ill at the program, the parent will be notified promptly and expected to pick him or her up **within one hour from notification.** Please make sure all emergency names and phone numbers are current.

For the health and safety of everyone in the program, we request that children be symptom-free and have been taking prescribed medication for at least 24 hours before returning to the program. Since children must be physically able to participate in the daily flow of activities, please do not request to have your child remain indoors.

In order to administer medication at the sites, written permission by parents must be given to the Site Director to be kept with the child's records. The medication must be in its original container and clearly labeled for dosage.

Kids Junction follows the same lice policy as the school. The children may attend if there are no "nits" (eggs) present.

If your child has any specific allergies and/or food allergies, please inform the Site Director as well as write this information on the registration forms and emergency card.

Non-Licensed Specialty Camps and Trip Information

FALL, WINTER, SPRING, SCHOOL FURLOUGH WEEK AND SUMMER CAMPS

Specialty Camps are full-day, non-licensed camps offered during the school fall, winter, spring, school furlough week and summer breaks. These camps are separate from the regular school-year program and are not included in your school year billing statement. The goal of the special full day camp is to provide children entering or enrolled in grades K-6 the opportunity to be involved in a variety of activities that will enhance their existing skills while encouraging new interests, creativity, and expression. The children will learn to make decisions and choices for themselves.

During the camps, we do fun and messy projects. Please send your child in comfortable clothing. Athletic shoes or closed-toed shoes are recommended. Special water play days may be scheduled so bathing suits and towels will be needed. Please provide sunscreen, a hat, and water bottle for your child while we are outdoors. Outdoor activities are planned so please plan accordingly.

SPECIAL TRIPS

Participants are chaperoned by Recreation Leaders in small groups while on trips. **For trips during the summer, all participants must wear their summer camp shirts.**

Participants are responsible for their own lunch during camps. Morning and afternoon snack will be provided. Children may not use site appliances to store or heat food items. It is essential that all clothing, jackets, hats, lunch bags, and backpacks are clearly labeled with your child's name. Participants are responsible for their own lunch during the trips, unless otherwise noted. Please do not pack glass bottles or containers. Children should wear comfortable walking shoes, sunscreen, and a hat. Bathing suits, sunscreen, and towels are needed for water trips.

Children may not bring money to field trips. The children will not be allowed to be dropped off or picked up from the field trip location. The site will be closed during field trips. During the hours of the field trip, no staff will be on site. All children in attendance will go on the field trip.

SAMPLE GENERAL DAILY SCHEDULE SCHOOL YEAR

7:00am	Site opens to children– Indoor free play (*children may not be dropped off before 7:00am*)
8:10am	Early Readers, AM Kindergartners are signed out
9:10am	Late Readers are signed out
9:10am-11:40am	Site is closed
11:40am	AM Kindergartners are picked up from school
11:45am	AM Kindergartners are taken to lunch
12:15pm	AM Kindergarten Routine Circle Time / Group Game Kinder Art Quiet Time / Story Time
2:00pm	Early Readers are signed in Inside Play
3:00pm	Late Readers, PM Kindergartners are signed in Group Game
3:15pm	Afternoon Routine Afternoon Healthy Snack Outside Play Sport / Art / Enrichment Activities / Fitness Program Homework Time
5:00pm	Inside / Outside free play
5:30pm	Clean-up time/ Indoor group game
6:00pm	Sites close– All children are to be picked up

(This is a general schedule. Times do vary from site to site due to different school schedules).